



# Arizona Department of Education

## Health and Nutrition Services Division

### Seamless Summer Option Administrative Review Summary Report

Sponsor: Sacred Heart School

CTD: 12-20-02

Sites: Sacred Heart School

Contacts: Roxanne M. Teran, Principal and Mary K. Espinoza, Business Administrator

Review Date: May 26, 2021

Review Period: April 2021

Review Type:  SSO

No.	Review Findings	Technical Assistance Provided	Required Corrective Action
<b>SFA Operations</b>			
1	Advertising materials did not contain the required nondiscrimination statement.	Discussed where to find nondiscrimination statement on ADE's website at <a href="http://www.azed.gov/hns/civilrights/">http://www.azed.gov/hns/civilrights/</a> and whether long or short statement would be most appropriate.	<i>Please provide written assurance that all advertising materials will include the required nondiscrimination statement. Additionally, provide an updated advertising material with the most current nondiscrimination statement.</i>
2	The Parent/Guardian Pickup Waiver Form was not submitted to ADE prior to the SFA implementing parent/guardian pickups.	Discussed ADE has created a Parent/Guardian Pickup Waiver Form for SFAs to provide details on how they will maintain accountability and Program integrity while distributing meals to parents or guardians without children present. SFAs only need to submit the form once for SY 20-21. The electronic form must be submitted before the SFA implements parent/guardian pickups. ADE will provide technical assistance and request clarification if an SFAs submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups. Referred to USDA Waiver Summary found on ADE's website at <a href="https://www.azed.gov/hns/covid19">https://www.azed.gov/hns/covid19</a> .	<i>Please submit the Parent/Guardian Pickup Waiver Form to ADE. Additionally, provide written assurance that you will provide clarification if your submission does not demonstrate that accountability and Program integrity will be maintained while implementing parent/guardian pickups</i>

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**Site Agreement**

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No Findings.

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**Site Eligibility**

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No Findings.

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**Menu Planning**

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| 3 | During the week of review, all grains served at breakfast were not whole grain-rich. Specifically, during breakfast documentation for the waffles and bread indicated Enriched flour in the ingredients.  | Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Online Training Library tab. | <i>Please provide one week of breakfast production records and supporting documentation (CN labels, Product Formulation Statements, ingredient lists, Nutrition Facts labels, etc.) that demonstrate all grains served at breakfast were whole grain-rich.</i>  |
| 4 | Fluid milk was not available in at least two varieties for breakfast meal service during the review period and day of review. Specifically, during breakfast only 1% unflavored milk was provided according to production records. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.  | Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).             | <i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i>  |
| 5 | During the review period, the required meal components were not available for every reimbursable meal service to all students prior to the beginning of meal service. Specifically, during lunch on 4/14/21 the Meat/Meat Alternate component was not offered, recipe did not indicate Meat/Meat Alternate is present. Additionally, discussed this is a non-systemic error resulting in non-reimbursable meals being counted as reimbursable and this contributed toward fiscal action calculations and resulted in termination of performance-based reimbursement (extra 7 cents) until sufficient corrective action is received. | Discussed options for additional items to be offered as part of the reimbursable meal or updating recipe to include a Meat/Meat Alternate serving that meets daily requirements.  | <i>Please provide a written description of the changes that have been made to ensure that all required meal components are available on every reimbursable meal service line to all students. Additionally, please provide one week of lunch production records and supporting documentation (CN labels, Product Formulation Statements, ingredient lists, Nutrition Facts labels, etc.) that demonstrate Meat/Meat Alternate is served daily at lunch.</i> |

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| <p>6 Quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the daily Meat/Meat Alternate requirement was not met on 4/12/21, 4/13/21, 4/14/21 and 4/16, 21. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p>  | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in maintaining supporting documentation for meat/meat alternate and recipes). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Online Training Library tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that daily Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern. Additionally, the certificate of completion of Step by Step Instruction: How to Plan a Lunch Menu must be submitted.</i></p> |
| <p>7 Quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the weekly Meat/Meat Alternate requirement was not met; 2.75 oz eq of Meat/Meat Alternate was provided and not the 9 oz eq minimum requirement. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in maintaining supporting documentation for meat/meat alternate and recipes). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Online Training Library tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly Meat/Meat Alternate quantities meet minimum amounts required by the meal pattern.</i></p>   |

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| <p>8 Quantities during the review period did not meet minimum amounts required by the meal pattern. Specifically, during lunch the weekly Grain requirement was not met; 7.75 oz eq of Grain was provided and not the 9 oz eq minimum requirement. This was determined to be a repeat finding from cycle two and contributed toward fiscal action calculations.</p> | <p>Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (e.g., changes in maintaining supporting documentation for Grain and recipes). Meal pattern requirements for the National School Lunch Program can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp">http://www.azed.gov/hns/nslp</a> under the Online Training Library tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p> | <p><i>Please provide a written description of the changes that have been made to ensure that weekly Grain quantities meet minimum amounts required by the meal pattern.</i></p>   |
| <p>9 The following vegetable subgroup was insufficient in quantities during the review period: Starchy. Specifically, 1/4 cup starchy vegetable was provided during lunch and not the 1/2 cup weekly required minimum. This was not determined to be a repeat finding from cycle two and did not contribute toward fiscal action calculations.</p>                  | <p>Discussed vegetable subgroup requirements for the age/grade groups served. Vegetable Subgroup Quick Guide can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. The Step by Step Instruction: How to Plan a Lunch Menu can be found on ADE's website at <a href="http://www.azed.gov/hns/nslp/training">http://www.azed.gov/hns/nslp/training</a> under the Online Training Library tab. Please note that repeated violations involving vegetable subgroups may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).</p>   | <p><i>Please provide one week of lunch production records which demonstrate compliance with the vegetable subgroups. Additionally, please provide written assurance that moving forward, all menus will be planned to meet the vegetable subgroup requirements.</i></p> |
| <p>10 During the week of review, all grains served at lunch were not whole grain-rich. Specifically, during lunch there was no supporting documentation for rice and pasta soup that indicated items were whole grain-rich.</p>   | <p>Discussed whole grain-rich requirements. USDA's Whole Grain Resource for the National School Lunch and Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Online Training Library tab.</p>  | <p><i>Please provide one week of lunch production records and supporting documentation (CN labels, Product Formulation Statements, ingredient lists, Nutrition Facts labels, etc.) that demonstrate all grains served at lunch were whole grain-rich.</i></p>           |

- 11 Fluid milk was not available in at least two varieties for lunch meal service during the review period and day of review. Specifically, during lunch only Fat-Free unflavored milk was provided according to production records. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations.
- Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide one week of lunch production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at lunch.*
- 12 The following products could not be credited towards the meal pattern due to insufficient documentation: Chicken Teriyaki, Beef Tostada, Nacho Cheese. Without sufficient documentation, the reviewer was unable to determine if the quantity requirements were met.
- Discussed requirements regarding processed product documentation and provided examples. USDA Food Fact Sheets can be found on USDA's website at <http://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets/>. The CN Labels and Product Formulation Statements Recorded Webinar & Webinar Slides can be found on ADE's website at <http://www.azed.gov/hns/nslp/training> under the Online Training Library tab. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).
- Please provide recipes for Chicken Teriyaki, Beef Tostadas, and Nacho Cheese as well as sufficient crediting documentation (Nutrition Facts labels, CN labels, and/or Product Formulation Statements) for all ingredients used in the recipes. Additionally, the certificate of completion of CN Labels and Product Formulation Statements must be submitted.*
- 13 OVS was not implemented properly. Specifically, all production records for breakfast and lunch indicate that all meal components are served implementing a serve-only meal service type with no option to decline a component.
- Provided technical assistance on proper implementation of OVS and discussed with kitchen and point of service staff. Reviewed menu and discussed options for a reimbursable meal under OVS. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at <https://www.azed.gov/hns/nslp> under the Guidance Manuals tab. Additionally, the option to update site application indicating not implementing OVS meal service.
- Please provide a written description demonstrating how OVS will be implemented properly. Additionally, please provide written assurance that moving forward, OVS will be implemented properly or the site application will accurately reflect the correct meal service implemented.*

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| 14 | Fluid milk was not available in at least two varieties for day of review. Specifically, during breakfast only Fat-Free unflavored milk was provided according to production records. This was determined to not be a repeat finding from cycle two and did not contribute toward fiscal action calculations. | Discussed variety requirement and feasible options for compliance. Allowable milk varieties are fat-free unflavored, fat-free flavored and 1% unflavored. Please note that repeated violations involving milk requirements may result in fiscal action and/or termination of performance-based reimbursement (extra 7 cents).   | <i>Please provide one week of breakfast production records that demonstrate that fluid milk was available in at least two varieties. Additionally, please provide written assurance that fluid milk will always be available in at least two varieties at breakfast.</i> |
| 15 | Meal contribution crediting completed on production record is not accurate. Specifically, during breakfast on 4/14/21, Oatmeal is marked to credit 1/2 oz eq Meat/Meat Alternate on the production record.   | Discussed updating production records to reflect accurate meal contributions.   | <i>Please provide an updated production record that includes Oatmeal with accurate meal pattern contribution information.</i>  |
| 16 | Meal contribution crediting completed on production record is not accurate. Specifically, during lunch on 4/13/21, Beans is marked to credit 1/2 oz eq of Grain and Spanish Rice is marked to credit 1/2 cup of Vegetable on the production record.  | Discussed updating production records to reflect accurate meal contributions.   | <i>Please provide an updated production record that includes Beans and Spanish Rice with accurate meal pattern contribution information..</i>  |
| 17 | Recipes provided did not contain all required sections: Recipe number, Serving Size, HACCP process and HACCP instructions for Pasta Soup.  | Discussed all menu items that contain more than 1 ingredient must have a standardized recipe. Standardized recipes must include the following information: recipe name, recipe number, ingredients and amounts, serving size, recipe yield, preparation instructions, HACCP process, and HACCP instructions. Standardized Recipe Template can be found on ADE's website at <a href="https://www.azed.gov/hns/nslp/forms">https://www.azed.gov/hns/nslp/forms</a> under the Menu Planning tab. | <i>Please provide an updated recipe for Pasta Soup. Additionally, please provide written assurance that all recipes will be updated with Recipe number, Serving Size, HACCP process and HACCP instructions.</i>  |

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**Counting & Claiming**

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No Findings.

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**Media Release**

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No Findings.

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**SFA Monitoring Responsibilities**

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| 18 | There is not a plan in place to ensure all SSO sites are reviewed at least once during each site's operation. | Discussed requirement to review all SSO sites at least once during operation each year, referred to template site review form at <a href="https://www.azed.gov/hns/sfsp/sfsp/forms/">https://www.azed.gov/hns/sfsp/sfsp/forms/</a> under the Operating section. | <i>Please provide a written description of how you will ensure that each SSO site will be reviewed at least once during operation each year and written assurance that this will occur.</i> |
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**Civil Rights**

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No Findings.

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**Food Safety**

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| 19 | Documentation was not maintained to support that the school received two food safety inspections from the local health department each school year, or that the school requested two food safety inspections each year from the local health department. Specifically, two copies of food safety inspections dated on 3/12/19 and 11/13/19 were received, not meeting the requirement for two food safety inspections received or requested from the local health department each school year. | Discussed that each site operating must obtain two food safety inspections from the local health department per school year or maintain documentation to show that two food safety inspections were requested from the local health department each school year. | <i>Please provide written assurance that documentation to show that two food safety inspections were received and/or requested from the local health department each school year will be maintained.</i>                            |
| 20 | The most recent food safety inspection report was not posted in a publicly visible location. Specifically, documentation to support that the most recent food safety inspection report is posted in a publicly visible location was not provided.  | Discussed making copies of most recent report and feasible places for posting.   | <i>Please provide written assurance that the most recent food safety inspection report has been posted in a location where the program participants can view it. Additionally, please specify where the report has been posted.</i> |

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**Water**

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No Findings.

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Comments/Recommendations:

Congratulations! Sacred Heart School has completed the SSO portion of the Administrative Review for the 2020–2021 school year. Thank you for your organization and sense of urgency during the review process. It is evident that you are working hard to ensure your students are fed healthy and delicious meals.

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**Training:** Web-based training and How-To guides can be found on ADE's website at <https://www.azed.gov/hns/nslp/training>

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**COVID-19:** Guidance to Child Nutrition Operators can be found on ADE's website at <https://www.azed.gov/hns/covid19>

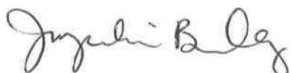
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Fiscal Action Assessed?

<input type="checkbox"/> No- SBP	<input type="checkbox"/> Yes- SBP	TBD
<input type="checkbox"/> No- NSLP	<input type="checkbox"/> Yes- NSLP	TBD
<input checked="" type="checkbox"/> No - SSO SBP	<input type="checkbox"/> Yes- SSO SBP	\$0.00
<input type="checkbox"/> No - SSO NSLP	<input checked="" type="checkbox"/> Yes- SSO NSLP	\$2,584.80

Fiscal Action under \$600 will be disregarded.

Please submit corrective action response by August 13, 2021 to Joyce Benally at [Joyce.Benally@azed.gov](mailto:Joyce.Benally@azed.gov).



6/23/2021

Reviewer Signature

Date



6/23/2021

Program Director Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the [School Food Authority Appeal Procedure for the Administrative Review](#) found on the National School Lunch Program Administrative Review tab on the ADE website.

Equity for all students to achieve their full potential  
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